

APPLICANTS INSTRUCTIONS & GENERAL INFORMATION

PLEASE READ

- Please allow 7-10 business days before checking your application status online at www.llr.state.sc.us/pol/residentialbuilders then click on Application Status.
- An applicant should keep a copy of any application and attachments filed with this office.

FEES

- The application processing fee is due at the time you submit your application to our office.
- All new applicants must submit a certified check or money order.

APPLICATION QUESTIONS

- Applicants are required to answer all the questions either Yes or No.
- If any question is answered “Yes” and no information is attached, the application will be returned.
- If any question is left unanswered, the application will be returned.
- A state (county not accepted) criminal history or sled report is needed for any yes answer to a criminal offense.

If you have any further questions, please call the Licensing Department at (803) 896-4696.



South Carolina Department of Labor, Licensing and Regulation
Residential Builders Commission
110 Centerview Drive • PO Box 11329 • Columbia, SC, 29211-1329
Phone: 803-896-4696 • Fax: 803-896-4814 • www.llronline.com



Certificate of Authorization

Fees: License Fee - \$100.00

Make check payable to: LLR - Residential Builders Commission
(Money Order or Cashier's Check Only Made Payable to SCRBC)

- 1. Licensee Information:** This section must be answered by the business entity seeking a certificate. You must sign contracts, apply for permits, conduct business and advertise in the name that appears on your license card. This certificate authorizes the business entity to engage in a regulated profession or occupation.

Applicant/DBA: _____
Name in which entity will be conducting business

Mailing Address: _____
PO Box/Street City State ZIP County

Business Address: _____
Street City State ZIP County

Business Telephone: (____) _____ - _____ **Federal ID #** _____
For Corp, P, LLC, or LLP

Fax Number: (____) _____ - _____ **Email Address** _____

Style of Business: _____ **Individual/Sole Proprietorship** _____ **Partnership** _____ **Corporation** _____ **LLC** _____ **LLP**

Name of Owner/Principal Officer(s) Title

- 2. RESIDENT LICENSEE IN RESPONSIBLE CHARGE INFORMATION:** The applicant must have an individually licensed person to serve as a resident licensee in responsible charge at each branch and supervise the field and office building work or services provided from that branch. This must be a licensed home builder, licensed home inspector, or registered specialty contractor depending on the nature of the business entity's activities. The resident licensee in charge means a licensed practitioner who spends a majority of each normal workday working out of a principal or branch office and who is in responsible charge of the office and the building services provided from that office including, but not limited to, responsibility for applying for permits for the firm.

Name of Resident Licensee _____

Home Address: _____
Street City State Zip County

Home Telephone: (____) _____ - _____ License No: _____

Date of Birth: _____ Email Address: _____

- 3. State of Original Incorporation:** _____ **Date:** _____
(If other than South Carolina, corporations must be registered with South Carolina Secretary of State as a foreign corporation, and a copy of the registration certificate **must** be attached to **Original** submittal of this COA application form. All corporations shall complete the following:)

(a) **Date of Certification by SC Secretary of State** _____

(b) **South Carolina Tax No.** _____

(c) **Registered Agent of Due Process** _____

(d) **Address of Registered Agent** _____

4. BACKGROUND INFORMATION: To be answered by the license applicant. Any question answered **yes** must be fully explained. **Attach documents and/or a written explanation on a separate page for each "yes" answer** by the applicant.

- A. Have you ever had a license, certification or registration cancelled, surrendered, revoked, suspended, restricted or disciplined by any federal or state authority or contracted without a proper license? If yes, list profession and jurisdiction: _____
Yes _____ No _____
- B. Is any investigation or disciplinary action currently pending against you or an organization of which you are or were an officer, principal, major shareholder or qualifying party? Yes _____ No _____
- C. Have you or an organization of which you are or were an officer, principal or major shareholder ever been issued a Cease and Desist Order for unauthorized practice? Yes _____ No _____
- D. Have you ever been arrested, charged, indicted or convicted for violation of any federal, state or local law (other than a minor traffic violation)? Yes _____ No _____ **(submit a state criminal history for out of state or SLED report for in state if answer is yes)**
- E. Are you currently or have you ever been licensed or registered in any profession in any federal or state jurisdiction? If yes, list profession and jurisdiction: _____ Yes _____ No _____
- F. Within the last 5 years, have you or any business entity of which you are or were an officer, principal, major shareholder or qualifying party received any notice of any final judgment, liens or claims of any kind? Yes _____ No _____

5. AFFIDAVIT OF RESIDENT LICENSEE

I affirm that I have read, understand and meet all criteria necessary to serve as a resident licensee in responsible charge for a firm applying to receive a residential business Certificate of Authorization (COA) as contained in S.C. Code Ann. Section 40-59-410 et. seq. By my signature below, I hereby agree to abide by these laws. I hereby authorize the Residential Builders Commission to verify and investigate any and all information in this application. I understand that providing false or incorrect information may result in the denial of a COA, disciplinary action by the Commission or such other relief as allowed by law to include pursuit of civil and criminal proceedings or other remedies as allowed by law.

Signature of Resident Licensee Title and License# (Required) Date

Sworn and Subscribed before me this _____ day of _____, _____

My Commission Expires _____ State of _____ County of _____
Notary Signature

6. AFFIDAVIT OF OWNER/PRESIDENT OR AUTHORIZED COMPANY REPRESENTATIVE

I am the owner, president, or otherwise authorized company representative of the firm seeking certification under South Carolina Code Ann. Section 40-59-410 et. seq. and I affirm that the resident licensee in responsible charge listed on this application is a full-time resident licensee in responsible charge with the applicant requesting this certification. I hereby affirm that I have reviewed the application in full and all statements contained herein are true and correct to the best of my knowledge. I further understand that providing false or incorrect information may result in the cancellation of or denial of a certification issued pursuant to this application and may be grounds for disciplinary action by the Commission or such other relief as allowed by law to include pursuit of civil and criminal proceedings. I understand that all information in this application may be further investigated for verification of the information provided herein. I have read, and I am familiar with, the South Carolina Code of Laws regulating residential building, specialty contracting or home inspecting and hereby agree to abide by such laws.

Authorized Company Representative Title/ License # (if applicable) Date

Sworn and Subscribed before me this _____ day of _____, _____

Notary Signature
My Commission Expires _____ State of _____ County of _____

Personal information provided in this application may be subject to public scrutiny or release under the S.C. Freedom of Information Act or other provisions of federal and state law.

***The disclosure of the social security number for identification purposes is authorized and mandated by state and federal statutes. The social security number is not subject to disclosure as public information.**

LICENSE BOND

BOND NUMBER: _____

KNOW ALL MEN BY THESE PRESENTS that we

_____, as Principal, and
_____, a Surety Company authorized to do
business in the State of South Carolina, as Surety, its successors, assigns, and legal representatives are held and firmly
bound unto the South Carolina Residential Builders Commission, State of South Carolina and any homeowner sustaining
loss or damage within the terms of this bond for payment, as obligee in the sum of _____ Thousand Dollars
(\$____,000.00) lawful money of the United States of America. We bind ourselves, our heirs, executors, administrators,
successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the above bonded Principal has applied to the South Carolina Residential Builders Commission
pursuant to Section 40-59-10 *et seq.* of the 1976 Code of Laws of South Carolina, as amended (the Act), to be granted an
authorization to engage in residential construction as a:

_____ Residential Builder/Certificate of Authorization (\$15,000) _____ Licensed Residential Specialty
Contractor (HVAC, plumber, or electrician) (\$10,000) _____ Registered Residential Specialty Contractor (\$5,000);
and

WHEREAS, the above bonded Principal is required in Section 40-59-220 of the Act to furnish the Commission
with a good and sufficient surety bond as one method of complying with one of the conditions upon which the
authorization is granted.

NOW, THEREFORE, the condition of this bond is such that if the above bonded Principal shall in all respects
comply with the rules and regulations pertaining to the International Residential Code and Health and Safety requirements
in this state, then this obligation shall be void; otherwise it is to remain in full force and effect.

This bond is in full force and effect as to the above statutory and regulatory obligations of the Principal for the
license term of _____ through _____ unless renewed by continuation certificate; however,
the Surety shall have the right to cancel this bond at any time by filing written notice with the South Carolina Residential
Builders Commission of its intention to so cancel, giving at least thirty (30) days notice prior to the effective date of the
cancellation. This provision, however, shall not operate to relieve, release or discharge the Surety from any liability
already accrued or which shall accrue before the expiration of the thirty (30) day period.

Regardless of the number of years this bond may remain in force or the number of claims against this bond, the
liability of the Surety shall not be cumulative and the aggregate liability of the Surety for any and all claims, suits or
actions under this bond shall not exceed the sum of _____ Thousand Dollars (\$____,000.00) for any license year.

Claims may be initiated through authorization by the Commission which will validate the claim and determine the
amount of the loss or damages. No complaint may be maintained to enforce any liability on this bond unless brought
within eight (8) years after the event giving rise to the cause of action. No right of action shall accrue upon or by reason
of this bond to or for the use or benefit of anyone whatsoever other than the Commission or any homeowner sustaining
loss or damage within the terms of this bond for payment.

Witness our hands and seal this _____ day of _____, _____.

Name of Surety Company (Print)

Name of Principal (Print)

By: _____
Signature of Surety (Attorney-in-Fact)

By: _____
Signature of Principal